

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
UNITED STATES IMMIGRATION COURT
TUCSON, ARIZONA
LOCAL OPERATING PROCEDURES**

Procedure 1. Motions in General

- A. In addition to complying with 8 C. F. R. § 3.23, routine pre-trial motions should be accompanied by a proposed order, in triplicate.
- B. All pre-trial and post-trial motions shall be decided on the basis of the written record, unless the Court determines that oral argument is necessary to make a decision on the motion.
- C. Failure of a party to respond to a motion within thirteen (13) days of it being filed by the opposing party may result in the motion deemed unopposed.
- D. Motions filed with the Court must contain proof that appropriate filing fees, if any, have been paid (or an application for waiver of such fees) and contain a certificate that the motion has been properly served on the opposing party.

Procedure 2. Continuances

- A. Parties seeking a continuance of any scheduled hearing before the Court shall file a written motion for continuance no less than ten (10) calendar days prior to the scheduled hearing. The motion shall set forth the reasons that the continuance is requested.
- B. Motions for continuance within the ten (10) day period prior to the hearing shall be considered only in the discretion of the Court in extraordinary circumstances.
- C. No ex parte requests for continuance will be accepted.
- D. Unless notified by the Court that the motion for continuance has been granted, all parties must attend the hearing and be prepared to proceed.
- E. Counsel are encouraged to seek agreement on continuances prior to submission of the motion.

Procedure 3. Trial Preparation

- A. At the Master Calendar hearing, the parties shall be prepared as follows.
 - 1. Respondent shall be prepared to respond, in oral or written form, to the allegations contained in the charging document.
 - 2. Respondent shall be prepared to indicate all applications for relief sought.
 - 3. Respondent shall be prepared to state (in hours) the estimated time to present the case at trial.
 - 4. The Immigration and Naturalization Service (INS) shall be prepared to state its position on all issues and applications for relief. The INS should exercise its authority under 8 C. F. R. § 240.10 (e) and § 3.30 so that any additional charges are served upon the Respondent and the Court no less than ten (10) days in advance of the scheduled trial (merit hearing).
 - 5. The INS shall be prepared to state (in hours) the time needed to present the case at trial.
- B. Telephonic Master Calendar appearances by non-local counsel may be requested by written motion no later than ten (10) calendar days in advance of the scheduled Master Calendar. Such motion will contain an EOIR form 28 (Appearance of Counsel), if not already on file with the Court. Approval is discretionary with the Court.
- C. At the trial (Individual Hearing calendar), both parties shall be prepared to present all remaining testimony and evidence on all issues.
- D. Informal pretrial conferences between counsel to narrow issues and explore avenues of resolution are encouraged in advance of trial. Motions for formal pretrial conferences should be submitted in writing to the Court well in advance of trial.

Procedure 4. Filing Procedure.

- A. In addition to complying with 8 C. F. R. § 3.31 and § 3.32, all documents and applications submitted for consideration by the Court shall be two-hole punched at the top of the page with holes 2 3/4" apart. All exhibits and documents in support of a motion or claim shall be paginated and shall, if appropriate (more than two documents), have as a first page a table of contents with page number identification. The use of tabs with letter designation is recommended when necessary.
- B. In addition to complying with 8 C. F. R. § 3.31 and § 3.32, all proposed exhibits and briefs shall be filed with the Court no later than ten (10) calendar days prior to the scheduled trial, unless otherwise authorized or required by the Court.
- C. All asylum applications will be filed in Court and the applicant will be present in Court at

the time of filing to receive the appropriate warnings and to swear to the truth of the application.

- D. All filings with the Court will consist of the original and one (1) copy.
- E. All filings must contain a certificate of service on the opposing party. The address of the local INS District Office is 6431 S. Country Club, Tucson, AZ 85706.
- F. All filings must contain proof of the payment of appropriate filing fees, if any, or an application for waiver of such fees due to indigence.
- G. The Court will set dates for the filing of applications for relief. Failure to file the application, with appropriate fees paid or an application for waiver thereof, by such date will be deemed an abandonment of the relief involved.
- H. The Court does not accept any documents via fax or email.

Procedure 5. Ex Parte Communication

Ex parte communication with the Court regarding any case is prohibited.

Procedure 6. General Information

The Tucson Immigration Court's mailing address is 160 N. Stone Avenue, Room 300, Tucson, AZ 85701. The Court is physically located on the southeast corner of Stone Avenue and Alameda Street. Entrance into the building is located on the north end of the building, off of Alameda Street. Parking is available at several paid lots near the Court and in metered parking along several of the nearby streets.

The Court is open from 8:00 a.m. until 4:30 p.m., Monday through Friday, except for government-observed holidays.

The Court will not provide any legal advice nor recommend any attorney or representative. Pursuant to 8 C.F.R. 3.61 et. al, the Court maintains a listing of organizations that offer free legal services.

The Court staff will not provide telephone, message, or copying services. Local telephones and copying services are available at several nearby businesses.

A 24-hour toll free telephone number, which provides case status information, is available at 1-800-898-7180.